SAIL Academy Exams

CHILD PROTECTION AND SAFEGUARDING POLICY

(Exams)

SAIL Academy Exams: Child protection and safeguarding policy (exams)

Centre name	SAIL Academy
Date process first created	13/05/2025
Current process approved by	Daniel Goldstraw
Date of review	13/07/2026
Date of next review	13/07/2027

Key staff involved in the procedure

Role	**Name**
Head of centre	Daniel Goldstraw (SENCo, DDSL)
Exams officer	Andrew Fulker
Designated safeguarding lead	Charlotte Pullinger
Other staff (if applicable)	

This procedure is reviewed and updated annually to ensure that candidates who arrive late to examinations at SAIL Academy are managed in accordance with current requirements and regulations.

References in this procedure to GR and ICE refer to the JCQ documents **General Regulations for Approved Centres** and **Instructions for conducting examinations**.

Purpose of the policy

This policy details how SAIL Academy, in relation to the management, administration and conducting of examinations and assessments, ensures that the moral and statutory responsibility to safeguard and promote the welfare of children is met.

The policy also details how staff are trained and supported to be alert to, and report, the signs of abuse and neglect and how they will follow centre procedures to ensure that children receive effective support, protection, and justice.

The procedures contained in this policy apply to all staff associated with the management, administration and conducting of examinations and assessments at SAIL Academy,

Policy aims

- To provide all exams-related staff at SAIL Academy, with the necessary information to enable them to meet their safeguarding and child protection responsibilities
- To ensure consistent good practice
- To demonstrate the commitment with regard to safeguarding and child protection to students, parents/carers and other partners when taking examinations and assessments at SAIL Academy,
- To contribute to the wider centre Child Protection and Safeguarding Policy

Section 1 – Roles and Responsibilities

Designated safeguarding lead (DSL)

Will take lead responsibility for child protection and safeguarding in relation to examinations and assessments. The DSL will offer advice, support and expertise in all matters relating to child protection and safeguarding in relation to examinations and assessments.

Exams officer

Will support the DSL as directed and undertake all relevant training.

Other exams staff

Invigilators and facilitators of access arrangements will undertake training as directed by the DSL, report child protection and safeguarding issues/concerns in line with centre processes/policy.

Section 2 – Staff

Recruitment

SAIL Academy ensures that only 'suitably qualified and experienced adults' are employed in the management, administration and conducting of examinations and assessments. This is supported by the safer recruitment process which includes:

- candidates completing an application form which includes their employment history and explains any gaps in that history
- candidates providing two referees, including at least one who can comment on the applicant's suitability to work with children
- candidates providing evidence of identity and qualifications
- the school verifying their mental and physical fitness to carry out their work responsibilities
- the school verifying their professional qualifications, as appropriate
- the school carrying out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent
- the school asking for written information about previous employment history and checking that information is not contradictory or incomplete. We will seek references on all short-listed candidates, including internal candidates, before interview. We will scrutinise these and resolve

any concerns before confirming appointments.
- if shortlisted, the candidate being interviewed by a panel of at least two school leaders/governors
- if offered employment, the school checking in accordance with the Disclosure and Barring Service (DBS) regulations as appropriate to their role. This will include:
- an enhanced DBS check and a barred list check for those including unsupervised volunteers engaged in Regulated Activity
- an enhanced DBS check without a barred list check for all volunteers not involved in Regulated Activity but who have the opportunity of regular contact with children
- the school ensuring that this member of staff has a subscription to the DBS Update Service (where relevant)
- if offered employment, the candidate providing evidence of their right to work in the UK

DBS check information

All information on the checks carried out on those who are employed solely for the purpose of periodic exams-related activity, such as external invigilators/facilitators, will be recorded in the centre's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files.

Existing staff

Although there is no statutory requirement to update DBS checks for existing staff, external invigilators/facilitators will undertake a 'rolling DBS check' every 3 years.

If there are concerns about an existing member of staff's suitability to work with children, all relevant checks will be carried out as if the individual was a new member of staff. This action will also be taken if an individual moves from a post that is not regulated activity to one that is.

Anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult will be referred to the DBS:

- Where the 'harm test' is satisfied in respect of the individual (i.e., that no action or inaction occurred but the present risk that it could was significant)
- Where the individual has received a caution or conviction for a relevant offence
- If there is reason to believe that the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009
- If the individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

Section 3 – Supporting staff

All exams staff at SAIL Academy are made aware of the good practice guidelines and staff code of conduct in relation to child protection and safeguarding.

They are informed and updated on the contents of the centre Child Protection and Safeguarding Policy by training sessions, online information, and hard copy information where appropriate.

Training/information delivered

Date delivered	Details of training/information delivered	Audience (e.g. invigilators, access arrangements facilitators etc.)
Annually	KCSIE Part One	Invigilators and access arrangements facilitators
Termly	Review/updates to Safeguarding and Child Protection	Invigilators and access arrangements facilitators

Section 4 – Areas covered

All exams staff will be trained/updated on the following areas to ensure that they are complying with the centre policy on child protection and safeguarding:

- Abuse of position of trust
- Children who may be particularly vulnerable
- Children with special educational needs and disabilities or have mental health needs
- Early help
- Reporting attendance concerns
- Staff reporting concerns about a colleague or other adult who works with children (Whistleblowing)
- Complaints procedure
- Site security
- Confidentiality and information sharing
- Photography and images
- Child protection procedures
- Recognising abuse - physical abuse, emotional abuse, sexual abuse and neglect
- Indicators of abuse
- Taking action
- If a member of staff or volunteer is concerned about a pupil's welfare
- If a pupil discloses to a member of staff or volunteer
- Bullying, peer on peer abuse and harmful sexual behaviour
- Peer on peer sexual violence and sexual harassment
- Youth produced sexual imagery
- Serious violence
- Child sexual exploitation (CSE) and child criminal exploitation (CCE)
- So-called 'honour based' abuse
- Female genital mutilation
- Forced marriage
- Protecting children from radicalisation and extremism
- Domestic abuse

Section 5 – Reporting

The process for staff to report issues/concerns relating to child protection and safeguarding is:

- If the matter is an emergency, staff should speak with the duty DSL immediately and follow up by logging on CPOMS
- If the student is in immediate danger, staff should call 999.
- Staff should write down what they have been told, or what they have concerns about, as soon as possible and it should then be reported on CPOMS ensuring all DSPs are alerted.

If a member of staff needs to make a complaint/report a colleague or other adult who works with children (whistleblowing), they should alert the Headteacher.

Section 6 - Protocols for one-to one support/supervision

Where staff are engaged in invigilation/facilitation and/or centre supervision on a one-to one basis with a candidate the following protocols should be followed.

Summoning immediate assistance in case of any concern

They should contact the Exams Officer using a mobile phone (on silent) who will in turn notify the duty DSL.

Leaving the examination room temporarily

Where a member of staff may accompany a candidate requiring a toilet break, the member of staff is required to first check that the facilities are unoccupied and the candidate is left unaccompanied at the entrance to the facility.

Where a member of staff may accompany a candidate who is feeling unwell, the member of staff is required to take the student to the medical room and contact the medical lead at reception.

References

Keeping children safe in education
www.gov.uk/government/publications/keeping-children-safe-in-education--2

Check someone's criminal record as an employer
www.gov.uk/dbs-check-applicant-criminal-record

DBS Update Service www.gov.uk/dbs-update-service

DBS Checks for Schools www.onlinedbschecks.co.uk/job-sectors/dbs-checks-for-schools/